

National Dialogue on Children and Nature
U.S. Fish and Wildlife Service / National Conservation Training Center
September 8-10, 2006

Facility Information

GENERAL INFORMATION:

The U.S. Fish and Wildlife Service's National Conservation Training Center (NCTC) will serve as the host site for the National Dialogue on Children and Nature. NCTC is located in Shepherdstown, West Virginia, 75 miles from Washington, DC and approximately 60 miles from Dulles International Airport.

NCTC, a world-class training facility on 500+ acres along the Potomac River, is the "home" of the Fish and Wildlife Service. In addition to our training facilities, NCTC and the surrounding area offer a variety of outdoor activities. We offer five miles of footpaths through forests and meadows – an outstanding environment for bird-watching, jogging, and nature photography – as well as complete workout facilities. Popular area attractions include Harpers Ferry National Historical Park, Antietam National Battlefield and historic Shepherdstown, WV.

As this is an invitation-only event, no registration fee will be charged; however, participants will be responsible for their own travel costs and a nightly rate of \$104 that includes lodging room and three meals a day. Details about meals and lodging are below.

To confirm your registration for this event, please contact Mary Danno at 304-876-7459 or mary_danno@fws.gov or return the enclosed card by **August 18, 2006**, or as soon as possible. Upon confirmation of your registration, a package of logistical and pre-reading materials will be sent to you including a complimentary copy of Richard Louv's book, *Last Child in the Woods*.

GUEST ROOM:

If you plan to attend, please contact the Hotel Reservations Office with your credit card. The Hotel Reservations Office may be reached at: (voice) **877-706-NCTC (6282)**; (fax) 304-876-7910; and (TTY) 304-876-7201. **Individual reservations should be made by August 14th.** You may check-in on September 7th at any time after 1:00 PM at the Entry Auditorium building. Check-out is 12:00 noon on September 10th.

Your accommodations include a private guest room with a full size bed and private bath, hair dryers in each unit and first floor community laundry facilities. *Guests not attending NCTC sponsored courses or events* may stay with you in your room at no additional charge, but must register with the front desk. They may eat in the café, paying for their meals a-la-carte, or purchase the meal plan. Participants who choose to share a room may do so, however, BOTH participants will be charged a reduced room rate and the meal plan fee.

EVENT CANCELLATIONS

All guests who cancel their reservations after August 25th and do not have a substitution will be charged in *full* for guestroom costs.

MEALS:

All guests who stay onsite must participate in the NCTC meal plan. The meal plan provides full service breakfast, lunch and dinner. The meal plan begins with dinner on September 7th and ends with breakfast on September 10th. All guests are expected for dinner on the scheduled night of arrival. Dinner is served from 5:30 to 7:30 PM. **If you will be arriving after 9:00 PM, and want to receive a box dinner, you must call the Hotel Reservation Office at 877-706-NCTC (6282).** If, after reserving a box dinner, you find you will not need it, you must cancel the order or you will be charged for the meal.

COSTS:

Fish & Wildlife Service employees are charged for on-site lodging and meals while attending NCTC EVENTS at a rate of **\$98/day**. Service Employees are responsible for paying for any off-site accommodations, meals if staying off-site, meals en-route to the NCTC and all transportation costs. All guests are expected to pay for the NCTC shuttle, room telephone calls and lounge/campus store charges upon checkout. Charges to other guests for meals and lodging are: **National Park Service and Bureau of Land Management employees \$98/day**; all **other participants \$104/day**. **Guests are expected to pay upon checkout via MasterCard, American Express or VISA, check or cash.**

SHUTTLE SERVICE:

Shuttle service is available from Washington-Dulles International. **The one-time fee of \$70.00 is charged for one way or round trip service and is payable at the NCTC Front desk upon checkout. If you want to use the shuttle, you MUST make a reservation through the Hotel Reservations Office at 877-706-NCTC (6282).** Office hours are Monday through Friday, 8:00 AM to 6:00 PM. The fax number is 304-876-7910 and TTY is 304-876-7201. The shuttle schedule will be provided upon request.

Directions to Shuttle at Dulles: From the Dulles main terminal, follow the signs to baggage pickup and proceed to the appropriate baggage carousel to claim your luggage. Once you have claimed your luggage, proceed to the airport exit **directly across from luggage carousels 2 & 3, proceed up the exit ramp and through Door #7** to the shuttle pick up location. Transportation is provided by Reston Limousine Service and will also display USFWS/NCTC identification. Picture identification is required to board the shuttle. The Shuttle departs on time.

SHUTTLE CANCELLATIONS

All guests must cancel their shuttle reservations no later than September 5th. Please call **877-706-NCTC (6282)** to cancel your reservation. If a reservation is not canceled prior to this deadline, the credit card used by the guest to confirm their reservation will be debited for the full amount of the shuttle cost.

FLIGHTS:

Allow Adequate Time to Make Your Flight. When making flight arrangements, please allow two to four hours prior to your flight to provide adequate time to check-in/check-out at the airport, handle baggage, etc. Travel time between Dulles Airport and the NCTC is approximately two hours. If you are using our shuttle, please make sure all personal comforts are attended to prior to boarding as there are no scheduled stops between the airport and NCTC.

ATTIRE:

General attire for NCTC is casual dress. **The NCTC is a walking campus, so sturdy, comfortable shoes are strongly recommended.** Suitable clothing should be brought if you wish to participate in recreational activities. There are walking trails and a physical training center on-site. Bring rain gear for inclement weather.

ON-SITE ACTIVITIES:

NCTC offers a variety of activities available to students staying on campus. A fitness center with quality weights and exercise equipment provides an opportunity for an early morning or evening workout. Shower rooms and towels are also available. A game of Ping-pong or a friendly game of basketball on our full-sized basketball court offers some competitive exercise, as well.

DRIVING:

Go to <http://training.fws.gov/mapdir.html> for maps and driving directions. Parking passes will be issued at the Front Desk at NCTC upon check-in and must be displayed in your vehicle. If arriving after 6:00 PM, the gate may be closed. If so, please use the call button to call the Front Desk.